

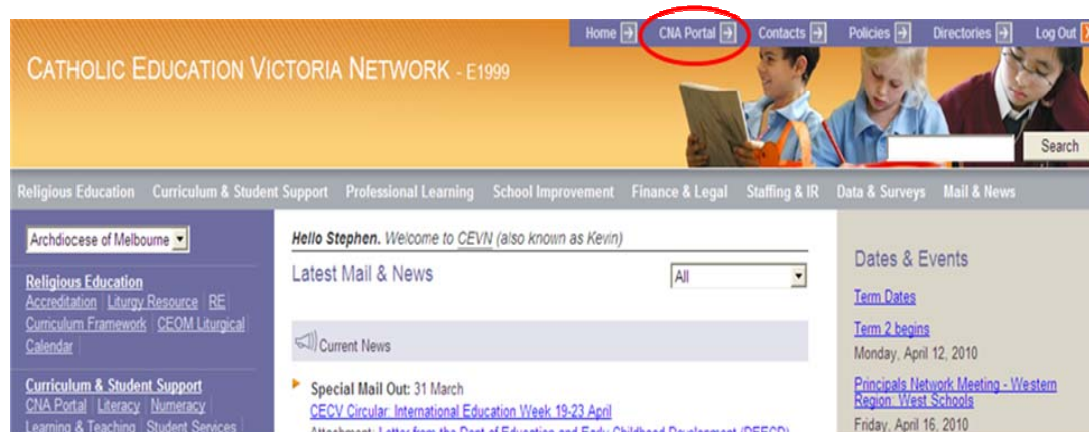
Catholic Network Australia (CNA)

Guide to Accessing CNA Education Services

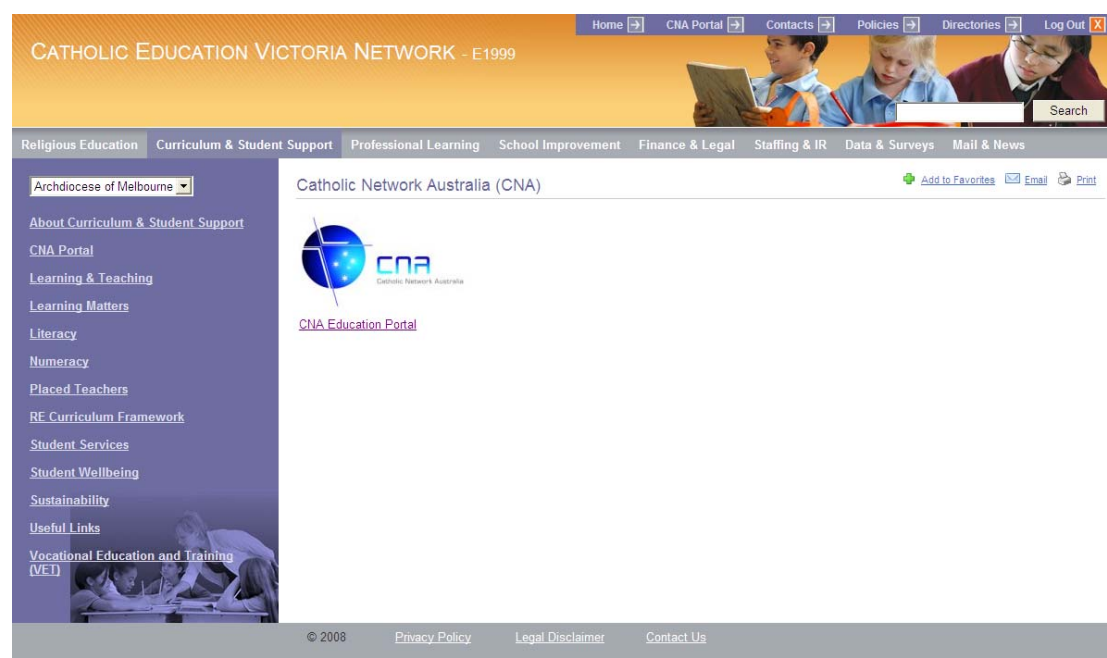
The first phase of the Education Services will provide access to Education Resources through Scootle – The Learning Federation (TLF) website. This website provides access to content developed by Catholic Network Australia participants as well as over ten thousand TLF learning objects and digital resources.

The CNA Education Services portal is accessible through the Catholic Education Victoria Network (CEVN) <<http://cevn.cecv.catholic.edu.au>> via the CNA Portal tab on the CEVN Home Page toolbar.

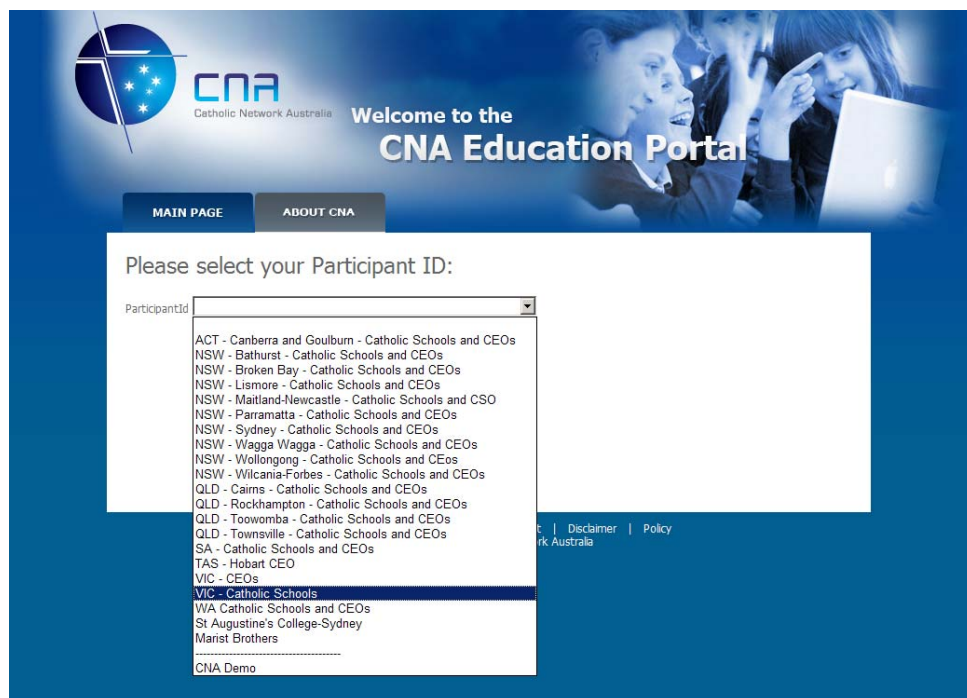
Click on the CNA Portal link:



The following screen will be displayed.



Click on the link to the CNA Education Portal and the page below will be displayed.



ParticipantId

- ACT - Canberra and Goulburn - Catholic Schools and CEOs
- NSW - Bathurst - Catholic Schools and CEOs
- NSW - Broken Bay - Catholic Schools and CEOs
- NSW - Lismore - Catholic Schools and CEOs
- NSW - Maitland-Newcastle - Catholic Schools and CSO
- NSW - Parramatta - Catholic Schools and CEOs
- NSW - Sydney - Catholic Schools and CEOs
- NSW - Wagga Wagga - Catholic Schools and CEOs
- NSW - Wollongong - Catholic Schools and CEOs
- NSW - Wilcannia-Forbes - Catholic Schools and CEOs
- QLD - Cairns - Catholic Schools and CEOs
- QLD - Rockhampton - Catholic Schools and CEOs
- QLD - Toowoomba - Catholic Schools and CEOs
- QLD - Townsville - Catholic Schools and CEOs
- SA - Catholic Schools and CEOs
- TAS - Hobart CEO
- VIC - CEOs
- VIC - Catholic Schools
- WA Catholic Schools and CEOs
- St Augustine's College-Sydney
- Marist Brothers
- CNA Demo

[Disclaimer](#) | [Policy](#)

To login you must first select the Vic Catholic Schools participant ID from the dropdown list.



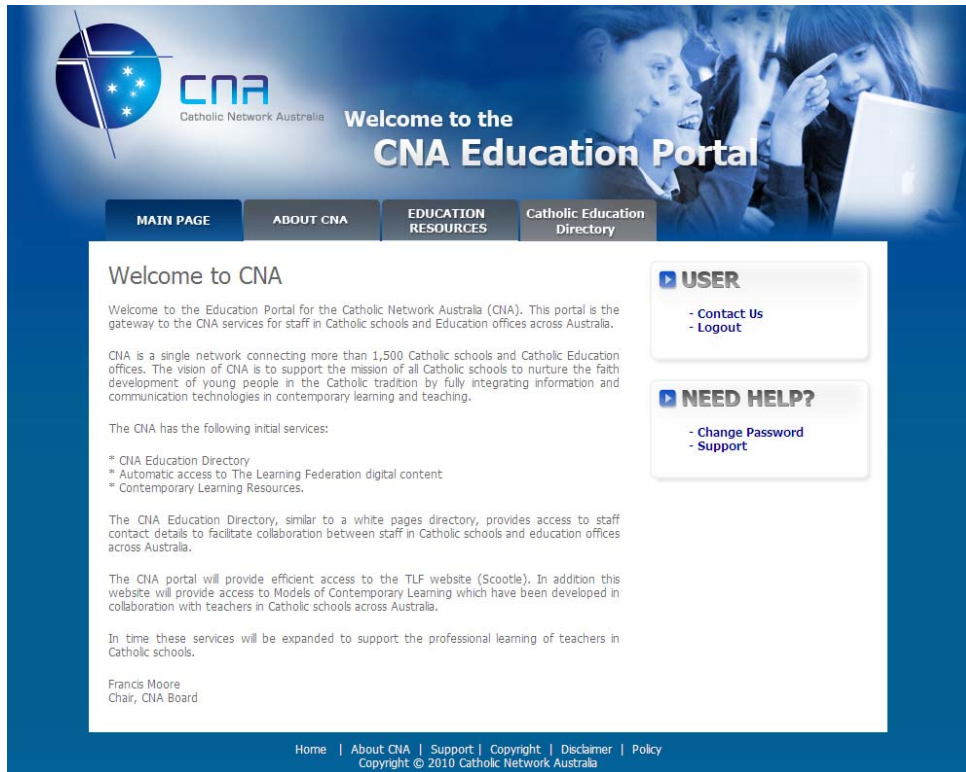
Login

*UserId:

*Password:

Submit

At the login screen enter your C number and your CEVN password.
To obtain your C number, see Appendix1: Obtaining your C number.



This will take you to the CNA Education Portal homepage from where you can access:

- About CNA – background information
- Education Resources (access to Scootle)
- CNA Education Directory (coming soon)

Click on the Education Resources tab. The following screen will be displayed. Click on the Scootle logo to access Scootle.



The first time you access Scootle through the CNA Education Services, you will be required to register and accept the terms and conditions.

Registration Form

Personal details

* Title:

* First name:

* Last name:

* Current role:

* Country:

* Group:

* denotes a required field

Username and password

Email:
(this will be the username)

Open ID:

☐ Do you wish to receive communication from The Learning Federation?

Terms and Conditions

☐ I have read and accepted the terms and conditions

Register

You will be taken to the Scootle home page. The search facility can be used to locate The Learning Federation learning objects and digital resources.

To locate content created by CNA participants (Models of Contemporary Learning), enter 'mcl' into the search field. This will return a full list of the Models published to date.

Pre-existing Scootle accounts

The Learning Federation has mapped existing Scootle users to CNA so that they will have seamless access via the CNA Education portal.

Schools will no longer be required to manage Scootle accounts for staff members.

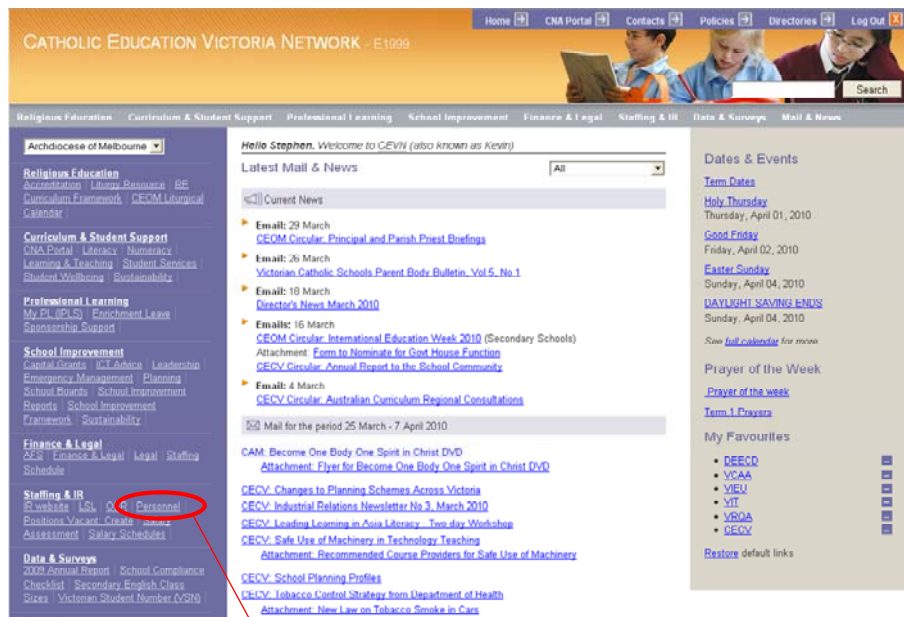
Staff transferring between schools will be able to export content they have developed (e.g. learning paths). Instructions will soon be available on the Scootle homepage.

For enquiries regarding access to CNA please contact the ICT Helpdesk via email <ictsupport@ceomelb.catholic.edu.au> or telephone 9267 0422.

APPENDIX 1: Obtaining your C number

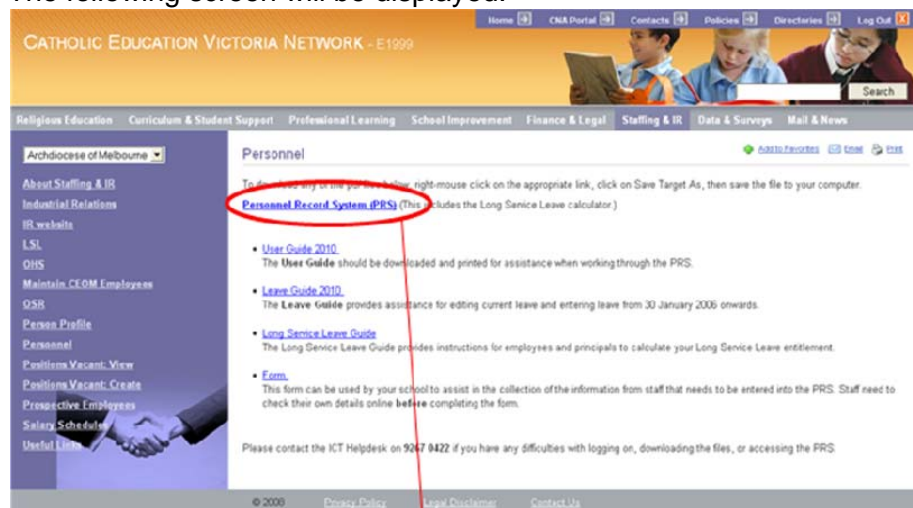
Your C number can be obtained via the CEVN website.

On the CEVN Home Page select the Personnel option.



Click on the Personnel shortcut under the Staffing and IR category

The following screen will be displayed.



Click on the Personnel Record System (PRS) link

The following screen will be displayed

Catholic Education Victoria Network

CEVN > Information > Personnel > Basic Details

Person Basic Details

[Basic Details](#) [Personal Details](#) [Next Of Kin](#) [Emergency](#) [Employee Details](#) [Qualifications / Registration](#) [Service](#) [Leave](#) [Long Service Leave](#) [Principal Contract](#)

Basic Details

C Number	C9047958	Title	Br
Surname	Person	Gender	
First Name	Xavier	Person Type	Employee
Second Name		Photograph	No Photograph
Preferred Name	Xavier		
Previous Names			
Email Address			

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Verify your name and take note of your C number

Verify your details and take note of your C number.